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19-05

A G R E E M E N T

between

FRANKFORD TOWNSHIP BOARD OF EDUCATION

and

FRANKFORD TOWNSHIP EDUCATION ASSOCIATION

X

JULY 1, 1986 through JUNE 30, 1989

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In compliance with Chapter 303, laws of 1968, and amended Chapter 123 of 1974 the State of New Jersey, the Frankford Township Board of Education and the Frankford Township Education Association enter into this written agreement

ARTICLE I  
RECOGNITION

- A. The Frankford Township Board of Education hereby recognizes the Frankford Township Education Association for purposes of negotiation as the representative of full-time and regular part-time teachers, aides, secretaries and cafeteria workers. The positions of superintendent, principal, vice-principal and custodian are specifically excluded from coverage of this Agreement.
- B. Unless otherwise indicated, the term "teachers," when used hereinafter in this Agreement, shall refer to all certificated employees represented by the Association. When the term "employees," is used throughout this Agreement, it shall refer to all individuals represented by the Association.

ARTICLE II  
GRIEVANCE PROCEDURE

A. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise from violations of articles or sections of this Agreement. It is agreed that these proceedings will be kept formal and confidential as may be appropriate to any level of the procedure.

Nothing in this article shall be interpreted as limiting the right of any employee having a grievance to discuss the matter informally with any member of the administration. However, any formal adjustment of a written grievance shall be conducted with the full knowledge of the Frankford Township Education Association, if the aggrieved person so desires.

B. Definitions:

1. A "grievance" shall be construed to be the interpretation, application or violation of policies, agreements, and administrative decisions affecting them.
2. An "aggrieved person" is the person or persons making the claim.

3. A "party of interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

C. Procedures

a. Since it is desirable to all parties that grievances be processed as rapidly as possible, the number of days indicated should be considered as a maximum and every effort made to expedite the process. The time limits specified may, however, be changed by mutual agreement.

Level One

a. Any employee who has a grievance shall discuss it first with the Superintendent in an attempt to resolve the matter informally at that level.

b. If the aggrieved is not satisfied with the disposition of the grievance at level One (a) he shall file his grievance in writing with the Superintendent. The response to the written grievance shall be in writing and be given no later than five days after receiving the grievance.

Level Two

a. If the aggrieved person is not satisfied with the disposition of the grievance at Level One, he may appeal his grievance, in writing, within ten (10) days, to the Board of Education specifying his reasons for his complaints. Within fifteen (15) days of the receipt of the appeal of the grievance, the Board of Education will conduct a hearing to provide the aggrieved an opportunity to present his grievance. Within ten (10) days after the hearing, the Board shall render a decision and notify the aggrieved person(s) in writing. Copies of this decision will be forwarded by the Board to the Association and the Superintendent of Schools.

Level Three

a. If a grievance is not resolved to the employee's satisfaction within thirty (30) days, it may be submitted for advisory arbitration to a third party. If the parties are unable to agree upon an arbitrator, a request for a list of arbitrators may be made to the American Arbitration Association. Neither the Board nor the Association is bound by the arbitrator's

recommendations. Any costs involved for the arbitrator shall be borne equally by both the Association and the Board of Education.

Miscellaneous

- a. If the Frankford Township Education Association decides that a grievance affects a group or class of employee's, it may submit such grievance in writing to the Superintendent directly.
- b. All decisions rendered beyond Level Two which are unsatisfactory to the aggrieved party, shall be presented in writing setting forth the decisions and reasons for these decisions. These written decisions shall be transmitted promptly to all parties in interest as well as the president of the Association.
- c. All documents, communications, records and other data pertinent to the processing of a grievance shall be kept in a file other than the personnel file of the participants involved in the procedure.
- d. All forms for the filing of grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent and the Association and made available to any person or persons wishing to make use of the grievance machinery.

- e. In order to prevent the aggrieved person from resolving the grievance by the nature of his actions, administrative directions and or Board Policy shall continue in practice until such time as the grievance is formally resolved.
- f. There shall be no reprisals of any kind against any party in interest, member of the Association, or any participant in the grievance procedure, because of involvement in the grievance presented to the administrator or Board of Education.
- g. The aggrieved may be represented by someone of his own choosing at any step of the grievance procedure providing he has given prior notice of his intent to the Board of Education.

ARTICLE III  
EMPLOYEE RIGHTS

- A. The teacher has the right and responsibility to determine grades within the grading system of the Frankford Township School District based upon his professional judgment of available criteria pertinent to any given submit area or activity to which he is responsible. Any teacher, whose decision on a student's grade, promotion, or retention is changed by the administration, shall be notified, in writing, within one (1) working day.
- B. No employee shall be disciplined without just cause. Whenever a employee is required to appear before any supervisor for disciplinary action, he shall have the right to a forty-eight (48) hour prior written notification of the reason for said meeting and shall have the right to have a representative of the Association present.

ARTICLE IV  
ASSOCIATION RIGHTS AND PRIVILEGES

- A. Representatives of the Association, Sussex County Education Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official Association business on school property, provided that this shall not interfere with or interrupt normal school operations, and subject to the approval of the Superintendent.
- B. Any representative of the Association or any employee who participates during working hours in negotiations, grievance proceedings, conferences, or meetings initiated by the Board of Education or its representatives, shall suffer no loss in pay.
- C. The Association may use school facilities and equipment at reasonable times within the school building, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use.
- D. The Association shall have in the school building the use of a bulletin board in the faculty lounge. The Association may use the board in the Central Office for posting notices.

ARTICLE V  
EMPLOYEE WORK YEAR

- A. The school year shall be designated by the Board of Education. The Association shall be consulted prior to the Board's formal adoption of the calendar and any revisions of the adopted calendar. After adoption of the calendar, a copy will be distributed to each employee.
- B. All employees in the unit will not be required to work on any snow day.

ARTICLE VI  
EMPLOYEE WORK LOAD

Section 1 - Teachers

- A. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities, but they shall not be required to "Clock in" or "Clock out" by hours and minutes. Teachers shall indicate their presence for duty by placing a check mark in the appropriate column of a faculty "sign in" roster.
- B. Teachers' work day shall extend no longer than six hours and fifty-two minutes except on those days when professional and/or faculty meetings are called or at the discretion of the Superintendent, as the need or occasion arises.
- C. Teacher load shall be allowed to rise above the desired maximum in emergency situations as determined by the Superintendent.
- D. Whenever possible and feasible a preparation period shall be scheduled for each teacher each day.
- E. A desirable weekly teaching load shall be determined by the Superintendent after consultation with the Association.

F. Meetings

Faculty and/or staff meetings shall normally be conducted once each month for a period of approximately forty-five (45) minutes. However, additional meetings may be scheduled at the discretion of the Superintendent as the need or occasion arises.

G. Teachers are to work 183 days per year. Two (2) of these days shall be in-service days, the agenda for which shall be planned by a joint committee of the administration and the professional staff.

H. On days scheduled for parent conferences, teachers shall be released from teaching duties at 12:30 p.m.

Section 2 - Teacher Aides

A. Teacher aides shall work 180 days whenever pupils are present.

B. The aides work day (excepting bus driver) shall extend no longer than six hours and fifty-two minutes except on those days when professional and/or faculty meetings are called or at the discretion of the Superintendent, as the need or occasion arises.

C. Aides will be entitled to a one-half (1/2) hour duty-free lunch every day.

### Section 3 - Cafeteria Employees

- A. Cafeteria employees shall continue to follow the current practice for the work year between September 1st and June 30th of each school year.
- B. Cafeteria employees shall work from 8:00 a.m. to 2:30 p.m. (Not applicable to cafeteria manager).
- C. Cafeteria employees shall be entitled to a one-half (1/2) hour duty-free lunch period every day.

### Section 4 - Secretaries

- A. (1) Ten (10) month secretaries shall work from September 1 through June 30th of each year and enjoy the same days off as the teaching staff.
- (2) Twelve (12) month secretaries shall work the same days as ten (10) month secretaries between September 1st and June 30th and shall also work the months of July and August. These secretaries shall continue to enjoy the existing vacation policy.

- B. Secretaries shall work from 8:00 a.m. to 4:00 p.m. daily except until 3:30 p.m. on Friday. Secretaries shall also enjoy summer hours whenever teachers are gone for vacation, which shall be from 8:30 a.m. to 3:00 p.m. during the week and 8:30 a.m. to 1:00 p.m. on Friday (without lunch).
- C. Secretaries shall enjoy a forty (40) minute lunch every day as long as phone coverage is provided.
- D. Twelve (12) month secretaries shall enjoy twelve (12) holidays per year as listed in Board of Education policy.

## ARTICLE VII

### CLASS SIZE

It is recognized by the Board of Education that pupil-teacher ratio is an important aspect of an effective educational program. The Board agrees to continue its efforts to keep class sizes at an acceptable number as dictated by the best interests of the students and district, facilities available and the financial condition of the District.

A desired range for the minimum number of students, and an upper limit for the maximum number of students, which teachers shall have in their regular classes shall be established by the Superintendent after consultation with representatives of the Association.

The Superintendent's recommendations for limits on teacher load shall consist of the best professional knowledge as to desirable teacher load, tempered by the willingness of district residents to provide sufficient staff for such loads. In assessing the attitudes of the community, the Superintendent shall consider both local traditions and the current status of public opinion.

## ARTICLE VIII

### SPECIALISTS

The Association may bring to the attention of the Superintendent the desirability of additional specialists. After consultation with the Association, the Superintendent may make recommendation to the Board of Education.

ARTICLE IX  
TEACHER EMPLOYMENT AND CERTIFICATION

- A. Each employee shall be placed on his proper step of the salary schedule, as determined by the Board of Education.
- B. Teachers shall be notified of their contract and salary status for the ensuing year no later than April 30.
- C. All positions available at Frankford Township Consolidated School shall be publicized by the Superintendent. In filling such vacancies, consideration shall be given to qualified employees already employed by the District.

ARTICLE X

SALARIES

- A. The salaries of all teachers are set forth in Schedule "A" attached hereto and made a part hereof, but subject to the other terms and provisions of this Agreement.
- B. 1. All employees shall be paid on a semi-monthly basis in equal payments on the 16th and last day of the month.  
2. Employees may individually elect to have a percentage of the monthly salary deducted from their pay and placed in an interest-bearing account by the Board Secretary.  
3. Except in cases of emergency, when a pay day falls on or during a holiday, vacation or weekend, employees may receive their pay checks on the last previous working day.  
4. Employees may receive their final checks on the last working day in June, or upon the completion of duties related to the end of the school year.
- C. One increment shall be allowed for each year of military service up to a maximum of four (4) years.
- D. To qualify for a Master's degree, the graduate courses beyond the Bachelor's degree must be pursued under an approved college program.

Credit for graduate courses related to the BA+10, BA+20, MA+10, MA+20, MA+30, and MA+60 salary guides need not necessarily be limited to an approved college program leading to the next higher degree. Such courses, however, shall be related to the teacher's area of work or for the general improvement of the quality of education in the school.

All graduate courses must have the prior approval of the Superintendent and the Board of Education.

Evaluation of and approval of courses will be considered by the Board in September and January and any changes in salary resulting from the Board's consideration shall be effective in September and/or February following successful completion of the courses by the teacher.

E. The Board, in accordance with Title 18A:29-14, reserves the right to withhold, for inefficiency or other good cause, the employment increment, or the adjustment increment, or both, of any member in any year by a majority vote of all the members of the Board of Education. It shall be the duty of the Board, within ten (10) days, to give written notice of such action, together with the reasons therefore, to the member concerned. The member may appeal from such action to the Commissioner under rules prescribed by him. It shall

not be mandatory upon the Board of Education to pay any such denied increment in any future year as an adjustment increment.

## ARTICLE XI

### TEACHER ASSIGNMENT

- A. 1. All teachers shall be given written notice whenever possible of their salary schedules, class and/or subject assignments, building assignments and room assignments for the forthcoming year by the end of the school year.
- 2. In the event that changes in such schedules, class and/or subject assignments, or room assignments are proposed after June closing, any teacher affected shall be notified promptly in writing and, upon the request of the teacher, the changes shall be promptly reviewed between the Superintendent or his representative and the teacher affected and at his option a representative of the Association.
- 3. Schedules for the following school year should be available to teachers ten (10) days before the close of the school year.

- B. The Superintendent shall attempt to assign teachers, within their areas of competence, providing these teachers are properly certified.
- C. Every attempt will be made not to schedule a teacher for more than four (4) consecutive periods or three (3) consecutive hours of pupil contact.

ARTICLE XII  
EMPLOYEE FACILITIES

A. The Board recognizes the following physical facilities as desirable and will seek to provide them.

1. Space in each classroom in which teachers may store instructional materials and supplies;
2. A serviceable desk, chair, and filing accommodations for the exclusive use of each teacher;
3. Suitable closet space for each teacher to store coats, overshoes, and personal articles;
4. Copies, exclusively for each teacher's use, of all texts used in each of the courses he is to teach;
5. Adequate chalkboard space in every classroom;
6. Adequate books, paper, pencils, pens, chalk erasers and other such material, required in daily teaching responsibility.
7. An appropriately furnished room which shall be reserved for the use of the staff as a lounge. Although the staff shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said lounge, it shall be regularly cleaned by the school's custodial staff. In case of emergency, the lounge may be used for instructional purposes.
8. Cafeteria employees shall be provided with two (2) uniforms annually.

## ARTICLE XIII

### SICK LEAVE

A. All ten (10) month employees employed on a full time basis by the Board of Education shall be entitled to ten (10) sick leave days each school year as of the first official day of said school year. Unused sick leave days shall be accumulated from year to year with no maximum limit.

All twelve (12) month employees employed on a full time basis by the Board of Education shall be entitled to twelve (12) sick leave days each school year as of the first official day of said school year. Unused sick leave days shall be accumulated from year to year with no maximum limit.

B. Upon actual retirement (not vesting) a teacher shall be compensated for unused accumulated sick days at the daily rate of twenty-five (\$25.00) dollars per day up to a maximum one hundred (100) days during 1987-1988 and thirty (\$30.00) dollars per day up to a maximum one hundred (100) days during 1988-1989. The retiring teacher must notify the Board of the impending retirement by February of the preceding year so the Board may budget accordingly.

## ARTICLE XIV

### TEMPORARY LEAVES OF ABSENCE

A. Each year the Board of Education will grant three (3) days for compelling personal reasons with full pay pending approval of the Superintendent upon application thereof. Necessary personal day is construed to mean that such business is essential and will require the presence of the employee on a day school is in session.

Since the application requires approval by the Superintendent, it is incumbent upon the requestor to make known sufficient details of the need for the "necessary personal day" except in those rare circumstances where the nature of the details is such that privacy must be maintained. In the latter case, a written statement that the business is personal and is of "emergency" nature in the context of this policy should be submitted to the Superintendent. Should the request be denied approval by the Superintendent, a written reason will be returned to the requestor.

B. Death in the immediate family five (5) days. (Immediate family to include: mother, father, husband, wife, sister, brother, son, or daughter, or the same in-laws.) Other deaths may receive the same consideration at the discretion of the Superintendent.

- C. Such other days for visitations, conferences, meetings, etc., at the discretion of the Superintendent.
- E. Illness in the immediate family, two (2) days [three (3) days, effective 7/1/88]. Immediate family shall include mother, father, husband, wife, sister, brother, son, daughter, or the same in-laws. These days are not to be accumulated.

ARTICLE XV  
EXTENDED LEAVES OF ABSENCE

A. Maternity

When a teacher is aware that she is pregnant, she shall notify the principal or Superintendent so that plans for her replacement, when necessary, may be made. A teacher who becomes pregnant may remain in her position so long as her condition does not interfere with the efficient and thorough performance of her duties. The Board of Education shall not remove any teacher from her duties on the ground that her condition prevents her from performing her responsibilities in an efficient and thorough manner unless the teacher cannot produce, at the request of the Board, a written certification from her physician that she is physically capable of performing her responsibilities in an efficient and thorough manner.

A teacher may request a maternity leave of absence due to pregnancy at any time of her choosing.

The period while on maternity leave does not count towards the acquisition of tenure. However, the periods of employment before and after such leave shall be tacked on or added together in computation the period of employment for tenure and salary purposes.

Non-tenured employees are entitled to a maternity leave within the contractual school year in which the leave is obtained. However, the Board may grant leaves for longer periods at its discretion.

A teacher on maternity leave may return to her position in the school district when mutually agreeable.

The period of absence for maternity leave shall not constitute equivalent experience for salary purposes. The teacher returning from maternity leave shall be placed on the appropriate step on the salary guide in accordance with her experience and degree level.

B. Other Leaves of Absence:

And such other extended leaves as deemed necessary by the Frankford Township Board of Education upon written request.

## ARTICLE XVI

### PROFESSIONAL ADVISORY COUNCIL

#### A. Establishment

1. The purpose of the Council shall be to advise the Board through recommendations, based on research and evaluation, regarding matters of mutual interest relative to the educational program. These recommendations may include methods of implementation. The Council may consider, but not limited to: advising the Board on such matters as curriculum improvement, teaching techniques, extra-curricular programs, in-service training, pupil testing and evaluation, philosophy and educational goals of the district, teacher recruitment, research and experimentation, educational specifications for buildings, and other matters of mutual interest regarding the effective operation of the Frankford Township School.

#### B. Membership

1. The Council shall consist of three (3) representatives appointed from the Board of Education and three (3) representatives selected from the Association.
2. The Council shall establish its own rules and procedures.

C. Meetings

1. Regular meetings of the Council shall be conducted monthly unless otherwise determined by the Council.
2. Special meetings may be called by the chairman of either party. At least one (1) week notice shall be required before each meeting.
3. Agendas shall be initiated by the party calling the meeting and shall be available to Council members at least two (2) days prior to the meeting date.

D.

1. The Board shall consider and study all written recommendations submitted to it by the Council for possible action. If the Board does not accept such recommendations, it shall state the specific reasons for such actions in writing to the Council.
2. Reports of the Council shall include minority as well as majority views.
3. Nothing in the article shall be interpreted to prevent the Council from consulting or adding to its number such additional teachers, administrators or professional advisors, as the original members herein designated shall determine are desirable and appropriate for said purpose.

ARTICLE XVII  
INSURANCE PROTECTION

A. The School Board shall continue to provide the Health Care Insurance Protection. The Board shall pay the full premium for each employee (and his family if applicable).

The insurance protection shall be the New Jersey State Health Benefits Plan.

It is further agreed that at the expiration of this contract, any subsequent increase in the cost of Health Benefits shall be considered as part of future contract consideration.

Health benefits for part-time employees shall be according to guidelines of State Health Benefits Plan.

B. The Board shall provide family dental care benefits for all employees under Connecticut General. The benefits shall be as follows:

Deductible amount - none

Class I - Preventive services - 100%

Class II - Basic services - 85% (15% copayment)

Class III - Major services - 65% (35% copayment)

Class IV - Orthodontia services - 50% (50% copayment)

Calendar year maximum amount for Class I, II, III- \$1,000.00

Lifetime maximum amount for Class IV - \$ 750.00

ARTICLE XVIII  
SABBATICAL LEAVES

A teacher who has taught at Frankford Township School for at least four (4) full years may apply for a leave of absence to pursue program towards an advanced degree, or to pursue some specific program to bring improvement to his teaching knowledge and technique: Such program must be outlined in some detail and an approval of the request will depend upon an evaluation of the probable benefit to the school of the program as outlined.

Requests for sabbatical leave must be received by the Superintendent in writing in such form as may be mutually agreed on by the Association and the Superintendent, no later than December 1st and action must be taken on all such requests by February 1st, of the school year preceding the school year for which the sabbatical leave is requested.

After a period of service of seven (7) or more years at Frankford Township School, a teacher whose program has been approved shall receive either the full salary to which he would normally be entitled for five (5) months, or one-half (1/2) of his salary for ten (10) months. If less than seven (7) years of service has been completed, a proportional amount of the above shall be paid, depending on the years actually served, e.g., for five (5) years period,  $5/7$  of full salary for five months or  $5/14$  of full salary for ten (10) months.

The recipient of such a grant shall sign an agreement to return to Frankford Township School for at least two years after the leave of absence. The agreement shall also specify that if the recipient does not return to Frankford Township School the full amount of the grant will be repaid to the school within two (2) years of the end of the leave. If only one (1) year is served after the leave, one-half (1/2) of the grant shall be repaid within the following year.

Not more than one member of the faculty shall be granted leaves in any one year. If there are more applicants than available grants, the probable benefit to the school of the programs proposed will be the basis of selection.

An employee may be considered for an additional leave of absence at the Board's discretion.

The time that the employee is on leave shall not be counted towards years of service for salary purposes.

ARTICLE XIX  
MISCELLANEOUS PROVISIONS

- A. Any and all matters regarding school policy not covered specifically in this Agreement shall be the prerogative of the Board of Education.
- B. This Agreement constitutes Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.
- C. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- D. Copies of this Agreement shall be reproduced at Board expense after the Agreement is signed, and shall be presented to all teachers employed by the Board.
- E. Representatives of the Board and the Association's negotiating committee shall, if requested by either party, meet at least once each month for the purpose of reviewing

the administration of the Agreement, and to resolve problems that may arise. Such meeting shall not replace grievance procedures.

- F. Each party shall submit to the other at least seven (7) days prior to the meeting an agenda covering matters they wish to discuss.
- G. Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it shall be reduced to writing and submitted for adoption to the Board and the Association.

ARTICLE XX  
RIGHTS OF THE BOARD

A. Except as otherwise provided in the Agreement and under the provision of Chapter 303, Public Laws 1968, and Chapter 123 (1974), the Association recognizes that the Board has the responsibility to manage and direct, in behalf of the public, all the operations and activities of the Frankford School District to the extent authorized by law.

## ARTICLE XXI

### TEACHER EVALUATION

1. All evaluation of teachers shall be done openly, with full knowledge of the teacher being evaluated. No eavesdropping, "bugging," or other hidden surveillance shall be used.
2. Evaluation must take note of special circumstances. The teacher of special education, for example, does not use the same teaching techniques as the teacher in the regular classroom.
3. The teacher shall be given a copy of the evaluation report within two (2) days of the evaluation to allow sufficient time before a conference to study it thoroughly, except in emergencies.
4. The conference shall occur at a mutually agreeable time within five (5) school days of the evaluation. In the event of a legitimate delay, the party requiring the delay shall so inform the other party.
5. No evaluation reports shall be submitted to the central office or otherwise acted upon before the conference between teacher and evaluator.
6. The evaluation report shall include an assessment of (1) the strengths of the teacher; (2) progress the teacher has made since the previous evaluation; (3) remaining difficulties; and (4) specific suggestions on

measures the teacher can take to improve his performance in areas where difficulties have been indicated.

7. No teacher should be asked to sign a blank or incomplete evaluation form.
8. No material derogatory to a teacher's conduct, service, character, personality, or reputation shall be placed in the teacher's personnel file - including an evaluation report - unless the teacher has first been shown the material and had an opportunity to review it.
9. To any material prepared for his personnel file, the teacher shall have the right to submit a written answer which, after being reviewed by the Superintendent or his designee, is attached to the file copy.
10. The teacher shall have the right, upon request, to review the contents of his personnel file and to receive, at Board expense a copy of any documents contained therein.
11. The teacher shall have the right to indicate those documents in his personnel file which he believes are obsolete or otherwise inappropriate to retain. After a review by the Superintendent or his designee, such materials shall be destroyed. Disputes over the

retention of such documents shall be considered grievances, with action beginning at the Superintendent's level.

12. Any evaluation form or its contents shall be treated as confidential information by all persons handling it.
13. Any evaluation form or its contents shall only be transferred with the written consent of the person evaluated.
14. Procedures for evaluation shall be developed and/or modified under the direction of the District's Chief School Administrator in consultation with the Association.

ARTICLE XXII

GRADUATE CREDIT REIMBURSEMENT

Graduate credits shall be reimbursed at the rate charged by New Jersey State Colleges per credit up to a maximum of nine (9) credits per year. Prior approval must be received from the Superintendent.

ARTICLE XXIII  
OVERNIGHT ASSIGNMENT

Teachers who participate in overnight assignments, with the prior approval of the Superintendent, shall receive fifty dollars (\$50.00) per night.

ARTICLE XXIV  
REPRESENTATION FEE

Purpose of Fee

If an employee who is eligible to become a member, does not become a member of the Frankford Township Education Association during membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year.

Amount of Fee

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be equal to 85% of that amount.

Deduction and Transmission of Fee

1. Notification

Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct from the

salaries of such employees, in accordance with paragraph 2 below, the full amount of the representation fee.

2. Payroll Deduction Schedule

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question.

3. Mechanics

Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible be the same as those used for the deduction and transmission of regular membership dues to the Association.

### CONVERSION CHART

85-86 STEP	86-87 STEP	87-88 STEP	88-89 STEP
1	5	6	7
2	5	6	7
3	5	6	7
4	5	6	7
5	6	7	8
6	7	8	9
7	8	9	10
8	9	10	11
9	10	11	12
10	11	12	12
11	12	12	12
12	12	12	12

## SCHEDULE A

## 1985-1986 SALARY GUIDE

<u>85-86</u> <u>STEP</u>	BA	(2.2) BA+10	(4.4) BA+20	(7.0) MA	(9.1) MA+10	(11.3) MA+20	(13.9) MA+30	(20.9) MA+60
1								
2								
3								
4	18,500	18,907	19,314	19,795	20,184	20,591	21,072	22,367
5	19,560	19,990	20,421	20,929	21,340	21,770	22,279	23,648
6	20,560	21,012	21,465	21,999	22,431	22,883	23,418	24,857
7	21,560	22,034	22,509	23,069	23,522	23,996	24,557	26,066
8	22,560	23,056	23,553	24,139	24,613	25,109	25,696	27,275
9	23,560	24,078	24,597	25,209	25,704	26,222	26,835	28,484
10	24,560	25,100	25,641	26,279	26,795	27,335	27,974	29,693
11	25,560	26,122	26,685	27,349	27,886	28,448	29,113	30,902
12	26,660	27,247	27,833	28,526	29,086	29,673	30,366	32,232
<b>(After 16 years)</b>								
1.5%	400	409	417	428	436	445	455	483
<b>(After 19 years)</b>								
4.5%	1,200	1,226	1,252	1,284	1,309	1,335	1,366	1,450
<b>(After 22 years)</b>								
6.0%	1,600	1,635	1,670	1,712	1,745	1,780	1,822	1,934

\* Due to restructuring of salary guide, step placement may not be the same as number of years of employment.

## SCHEDULE A

## 1986-1987 SALARY GUIDE

<u>86-87</u> <u>STEP</u>	BA	(2.2) BA+10	(4.4) BA+20	(7.0) MA	(9.1) MA+10	(11.3) MA+20	(13.9) MA+30	(20.9) MA+60
1								
2								
3								
4	19,370	19,796	20,222	20,725	21,132	21,558	22,062	23,418
5	20,479	21,930	21,380	21,913	22,343	22,793	23,326	24,759
6	21,526	22,000	22,473	23,033	23,485	23,959	24,518	26,025
7	22,573	23,070	23,567	24,153	24,627	25,124	25,711	27,291
8	23,620	24,140	24,660	25,274	25,770	26,289	26,904	28,557
9	24,667	25,210	25,753	26,394	26,912	27,455	28,096	29,823
10	25,714	26,280	26,846	27,514	28,054	28,620	29,289	31,089
11	26,761	27,350	27,939	28,635	29,197	29,785	30,481	32,354
12	28,681	29,312	29,943	30,688	31,291	31,922	32,667	34,675
<b>(After 16 years)</b>								
1.5%	430	440	449	460	469	479	490	520
<b>(After 19 years)</b>								
4.5%	1,291	1,319	1,347	1,381	1,408	1,436	1,470	1,560
<b>(After 22 years)</b>								
6.0%	1,721	1,759	1,797	1,841	1,877	1,915	1,960	2,081

\* Due to restructuring of salary guide, step placement may not be the same as number of years of employment.

## SCHEDULE A

## 1987-1988 SALARY GUIDE

<u>87-88</u> <u>STEP</u>	BA	(2.2) BA+10	(4.4) BA+20	(7.0) MA	(9.1) MA+10	(11.3) MA+20	(13.9) MA+30	(20.9) MA+60
1								
2								
3								
4	20,493	20,944	21,395	21,927	22,358	22,809	23,341	24,776
5	21,667	22,144	22,620	23,184	23,639	24,116	24,679	26,196
6	22,775	23,276	23,777	24,369	24,847	25,348	25,941	27,535
7	23,883	24,408	24,933	25,554	26,056	26,581	27,202	28,874
8	24,990	25,540	26,090	26,740	27,264	27,814	28,464	30,213
9	26,098	26,672	27,246	27,925	28,473	29,047	29,726	31,553
10	27,206	27,804	28,403	29,110	29,681	30,280	30,987	32,892
11	28,313	28,936	29,559	30,295	30,890	31,513	32,249	34,231
12	31,162	31,847	32,533	33,343	33,997	34,683	35,493	37,675
<b>(After 16 years)</b>								
<b>1.5%</b>	467	478	488	500	510	520	532	565
<b>(After 19 years)</b>								
<b>4.5%</b>	1,402	1,433	1,464	1,500	1,530	1,561	1,597	1,695
<b>(After 22 years)</b>								
<b>6.0%</b>	1,870	1,911	1,952	2,001	2,040	2,081	2,130	2,260

\* Due to restructuring of salary guide, step placement may not be the same as number of years of employment.

## SCHEDULE A

## 1988-1989 SALARY GUIDE

88-89 STEP	BA	(2.2) BA+10	(4.4) BA+20	(7.0) MA	(9.1) MA+10	(11.3) MA+20	(13.9) MA+30	(20.9) MA+60
1								
2								
3								
4	21,661	22,138	22,614	23,177	23,632	24,109	24,672	26,188
5	22,902	23,406	23,910	24,505	24,986	25,490	26,086	27,689
6	24,073	24,603	25,132	25,758	26,264	26,793	27,419	29,104
7	25,244	25,799	26,355	27,011	27,541	28,096	28,753	30,520
8	26,415	26,996	27,577	28,264	28,818	29,400	30,086	31,935
9	27,586	28,192	28,799	29,517	30,096	30,703	31,420	33,351
10	28,756	29,389	30,022	30,769	31,373	32,006	32,754	34,767
11	29,927	30,586	31,244	32,022	32,651	33,309	34,087	36,182
12	33,873	34,618	35,363	36,244	36,955	37,700	38,581	40,952
<b>(After 16 years)</b>								
1.5%	508	519	530	544	554	566	579	614
<b>(After 19 years)</b>								
4.5%	1,524	1,583	1,591	1,631	1,663	1,697	1,736	1,843
<b>(After 22 years)</b>								
6.0%	2,032	2,077	2,122	2,175	2,217	2,262	2,315	2,457

\* Due to restructuring of salary guide, step placement may not be the same as number of years of employment.

SCHEDULE B

EXTRA-CURRICULUM  
1986 - 1987 SALARY GUIDE

A	B	C	D
Soccer	Field Hockey	Boys Basketball (J.V.)	Skiing
Boys Basketball	Yearbook	Girls Basketball (J.V.)	Bowling
Girls Basketball	Newspaper	Assistant Soccer	
Boys Track		Assistant Field Hockey	
Girls Track		Physical Fitness	
Drama			
Student Council			

STEP

	A	B	C	D
1	592	473	355	237
2	674	544	366	249
3	756	627	378	259
4	839	710	390	272
5	922	792	401	283
6	1005	875	414	295
10	+355	+355	+355	+177

SCHEDULE B

EXTRA-CURRICULUM  
1987 - 1988 SALARY SCHEDULE

A	B	C	D
Soccer	Field Hockey	Boys Basketball (J.V.)	Skiing
Boys Basketball	Yearbook	Girls Basketball (J.V.)	Bowling
Girls Basketball	Newspaper	Assistant Soccer	
Boys Track		Assistant Field Hockey	
Girls Track		Physical Fitness	
Drama			
Student Council			

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STEP	A	B	C	D
1	651	520	390	260
2	741	598	402	273
3	831	689	415	284
4	923	781	429	299
5	1014	871	441	311
6	1105	962	455	324
10	+390	+390	+390	+194

## SCHEDULE B

### EXTRA-CURRICULUM 1988 - 1989 SCHOOL YEAR

A	B	C	D
Soccer	Field Hockey	Boys Basketball (J.V.)	Skiing
Boys Basketball	Yearbook	Girls Basketball (J.V.)	Bowling
Girls Basketball	Newspaper	Assistant Soccer	
Boys Track		Assistant Field Hockey	
Girls Track		Physical Fitness	
Drama			
Student Council			

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STEP	A	B	C	D
1	716	572	429	286
2	815	657	442	300
3	914	757	456	312
4	1015	859	471	328
5	1115	958	485	342
6	1215	1058	500	356
10	+429	+429	+429	+213

SCHEDULE C

EXTRA STIPENDS

- A. Basic Skills Improvement  
Contact Person
- B. Special Education Teachers
- C. Attendance Officer
- D. Child Study Team Director
- E. Bedside Instruction
- F. Summer School
- G. Cafeteria Duty
- II. Dance Chaperones (approved by  
Superintendent)

SCHEDULE C

1986 - 87                    1987 - 88                    1988 - 89

A	1472	1619	1701
B	218	240	264
C	136	150	165
D	2126	2339	2573
E	15.25	16.78	18.46
F	15.25	16.78	18.46
G	10.00	11.00	12.00
II	27.25	30.00	33.00

SCHEDULE D

MINIMUM SALARY

AIDES

<u>1986-87 School Year</u>	<u>1987-88 School Year</u>	<u>1988-89 School Year</u>
6,890	7,579	8,337

CAFETERIA

<u>1986-87 School Year</u>	<u>1987-88 School Year</u>	<u>1988-89 School Year</u>
5,872	6,459	7,105

SECRETARY - 10 MONTHS

<u>1986-87 School Year</u>	<u>1987-88 School Year</u>	<u>1988-89 School Year</u>
9,010	9,911	10,902

SECRETARY - 12 MONTHS

<u>1986-87 School Year</u>	<u>1987-88 School Year</u>	<u>1988-89 School Year</u>
9,667	10,634	11,697

All current salaries shall be increased by 11% for 1986-1987, 10% for 1987-1988, and 10% for 1988-1989.

DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1986 and shall continue in effect through June 30, 1989.

IN WITNESS WHEREOF, the Association has caused this Agreement to be signed by its President and Secretary after ratification by the members of the Association at a meeting duly called for that purpose, and the Board has caused this Agreement to be duly signed by its President and attested by its Secretary pursuant to a resolution duly adopted by the said Board this 8th day of September, 1986.

This Agreement has been executed in duplicate, one copy to be retained by the Board, and one copy to be retained by the Association, such duplicate original copy being permanently bound.

FRANKFORD TOWNSHIP BOARD OF EDUCATION

By   
President

ATTEST:

Annabel Fitzpatrick  
Annabel Fitzpatrick  
Secretary

FRANKFORD TOWNSHIP EDUCATION ASSOCIATION

By   
President

ATTEST:

Christine L. Sanno  
Secretary